

Facilitator Guide and Breakout Questions – Session 3

Facilitators – the purpose of this session is to gather information regarding wants and needs of the attendees and the regions/sectors they represent and how these can be understood, categorized and prioritized in the future.

Below are five questions. Questions 1 and 2 are the most weighty - requiring adequate discussion and time to process. The next three questions will take less time and the focus is on simply recording responses – with little to no discussion.

Introductions – 10 minutes

Ask participants to introduce themselves.

Please explain the division of time to the participants so that they are not concerned about the use of the time for the first two questions. They have already been primed to think about the all of the questions, except number two, which is a new addition.

In preparation, write all of the questions on a flip chart and post at the front of the room – so that they know what is coming. You may also wish to post the amount of time that you will be spending on each question.

Question One – 25 minutes

Considering the information that you heard this morning, does this view of Idaho's long-term transportation needs support your vision of Idaho's future – particularly in regard to your geographical region or the sector that you represent? Why or why not?

Ask each person to contribute their thoughts and create the following Flip Chart to record the answers as briefly and legibly as possible:

Meet Vision – Yes/No	Why?	Why Not?
Yes		
No		
No		
Etc.		

Question Two – 40 to 45 minutes (the total of steps 1 through 4 below)

What are all of the factors, such as safety, economic growth, air quality, etc that should be considered as we prioritize our wants and needs?

Step One – Facilitate a Brainstorm – 15 minutes – simply listing each of their responses. We are asking them to identify what is important to them as we categorize and prioritize wants and needs. However, use caution with your wording – this is not about determining the difference between a 'want' and a 'need' – as this will lead us into an exercise of defining those words and defending positions. This is about identifying what is important to people.

Step Two – Hand out the ranking sheet – approx 10 minutes – this is attached to this guide and Lisë will have copies available for you on Thursday morning. Ask each participant to list the items that have been brainstormed in the order of importance/priority for them. If they want to list several as being a ‘number one’ – that is fine. We just want to get the ‘gist’ of how they feel.

However – explain to the participants that we will be collecting their rating sheets to help the forum members to identify and understand what is important to each region and sector.

Step Three – Identify everyone’s Top Three – 10 min – ask each participant to simply identify their top three items – in no particular order and no need to defend or explain. As they do so – put a check mark next to the item on your brainstorm list – see example below:

<p>Factors for consideration:</p> <p>Air Quality✓✓</p> <p>ROI✓✓✓✓</p> <p>Safety✓✓</p> <p>Tourism✓</p> <p>Business Development✓✓✓✓</p> <p>Environment✓</p> <p>Lifestyle✓✓</p> <p>Etc. ✓</p>

Step Four – Tally the Top Three Responses and Discuss trends – 5 min – this is a wrap up discussion – look for trends in what you see....for example: *“There seems to be a lot of emphasis on the environment here and so it will be important to take this into consideration as wants and needs are prioritized and categorized as part of this process. Thank you. We will collect your ranking sheets so that we can see if there are any other areas that are obviously as important.”*

Question Three – 20 minutes

What will be the reaction from your region to the information presented?

Fill out the following flipchart with the groups responses:

Supportive/Positive?	Not supportive/Negative?	Other?
<i>Write in simple responses</i>		
<i>Pleased to see that we will finally have that bridge/highway/project...etc.</i>	<i>The things that we need in our region have not been addressed.</i>	<i>Surprised by the projects identified in our area.</i>

Question Four – 10 minutes (approximately)

What improvements can be made to the information gathered and the documents provided?

Simple Brainstorm – record answers on flipchart. The purpose of this question is to find out if the participants feel that we have collected the appropriate information from the appropriate sources. If they identify alternative information that they would like to see consulted or included, note this on the flip chart.

Question Five – 7 to 10 minutes (approximately)

What information do you need to participate in the next meeting?

Simple Brainstorm

At the conclusion – ask for a volunteer to present the information back to the entire group. Let them know that we will ask each group to present the finding for number one first – so that if they believe the points in their group have already been covered by an earlier report back, they can just allude to that fact and move on. Then each group will report on number two, and so on – just like last time.

We will be meeting at the Red Lion Restaurant (whatever it is called) at 7:45 on Wednesday evening to go over the facilitation process. Please feel free to join us.

Ranking Sheet

Please list the factors for consideration in the order of importance for your region or the sector that you are representing.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.